

THE INFORMATION IN THIS BOX IS NOT A PART OF THE CONTRACT AND IS FOR COUNTY USE ONLY



Contract Number
17-376 A-2

SAP Number
4400008745

Children and Family Services

Department Contract Representative	Karol Hamman
Telephone Number	(909) 388-0215
Contractor	Westside Christian Center
Contractor Representative	Clyde A. Stewart
Telephone Number	Pastor
Contract Term	July 1, 2017 through June 30, 2022
Original Contract Amount	\$711,244
Amendment Amount	\$177,811
Total Contract Amount	\$889,055
Cost Center	5017061000

IT IS HEREBY AGREED AS FOLLOWS:

AMENDMENT NO. 2:

If is hereby agreed to amend Contract No. 17-376 (SAP Contract No. 4400008745), effective July 1, 2021, as follows:

SECTION III. CONTRACTOR GENERAL RESPONSIBILITIES

Amend Section III, amending Paragraph V.3, adding Paragraph V.4, and adding Paragraph DD to read as follows:

V.

3. Civil Rights Compliance – The Contractor shall develop and maintain internal policies and procedures to assure compliance with each factor outlined by state regulation. These policies must be developed into a Civil Rights Plan, which is to be on file with the County Human Services Contracts Unit within thirty (30) days of awarding of the Contract. The Plan must address prohibition of discriminatory practices, accessibility, language services, staff development and training, dissemination of information, complaints of discrimination, compliance review, and duties of the Civil Rights Liaison. Upon request, the County shall supply a sample of the Plan format. The Contractor shall be monitored by the County for compliance with provisions of its Civil Rights Plan. Contractor is required to maintain and provide a current Civil Rights Plan for the duration of the Contract and submit the Assurance of Compliance form (Attachment D) annually. Additionally, the Contractor shall

submit to County an Assurance of Compliance with the California Department of Social Services Nondiscrimination in State and Federally Assisted Programs Statement annually.

4. **Equity** – Contractor shall adhere to and participate in County efforts ensuring all individuals and communities have equal access and opportunity to health and wellbeing by providing culturally and linguistically appropriate services to all people of color and culture, age, disabilities, gender, sexual orientation or gender identity including people with limited English proficiency (LEP). Services provided must be respectful of and responsive to the cultural and linguistic needs of County residents.
 - a. Contractor shall assess the demographic make-up and population trends of its service area to identify the cultural and linguistic needs of the eligible service population. Such studies are critical to designing and planning for providing appropriate, effective and equitable services.
 - b. Contractor shall partner with and support community partners in addressing disparities in family stability, health and mental wellness, education, employment, housing and overall delivery of human services. Partnering includes opportunities for partners and community members to design, implement and evaluate practices, and services ensuring equity and cultural and linguistic appropriateness.
 - c. Contractor shall work with County to communicate and provide opportunities for individuals and communities of color and culture to provide feedback on progress and outcomes achieved to address disparities in family stability, health and mental wellness, education, employment, housing and overall delivery of human services.
 - d. Contractor shall recruit, promote and support a culturally and linguistically diverse workforce that is responsive to and represents the population being served. This includes trained and competent bilingual staff.
 - e. Contractor shall provide training to enhance its workforce knowledge on cultural and linguistic competence. Becoming culturally and linguistically competent is a developmental process and incorporates at all levels the importance of culture, the assessment of cross-cultural relations, vigilance towards the dynamics that result from cultural differences, the expansion of cultural knowledge, and the adaptation of services to meet culturally-unique needs. Providing services in a culturally appropriate and responsive manner is fundamental in any effort to ensure success of high quality and cost-effective health and human services. Offering those services in a manner that fails to achieve its intended result due to cultural and linguistic barriers does not reflect quality of care and is not cost-effective.
 - f. To ensure equal access to quality care for diverse populations, Contractors providing health and health care services may adopt the Federal Office of Minority Health Culturally and Linguistically Appropriate Services (CLAS) national standards.
 - g. Upon request, Contractor will provide County Human Services evidence of adherence to requirements listed above.
- DD. To the extent applicable, if Contractor is a business that collects the personal information of a consumer(s) in performing Services pursuant to this Contract, Contractor must comply with the provisions of the California Consumer Privacy Act (CCPA) (Cal. Civil Code §§1798.100, et seq.). For purposes of this provision, “business,” “consumer,” and “personal information” shall have the same meanings as set forth at Civil Code Section 1798.140. Contractor must contact the County immediately upon receipt of any request by a consumer submitted pursuant to the CCPA that requires any action on the part of the County, including but not limited to, providing a list of disclosures or deleting personal information. Contractor must not sell, market or otherwise disclose personal information of a consumer provided by the County unless specifically authorized pursuant to terms of this Contract. Contractor must immediately provide to the County any notice provided by a consumer to Contractor pursuant to Civil Code section 1798.150(b) alleging a violation of the CCPA that involves personal information received or maintained pursuant to this

Contract. Contractor must immediately notify the County if it receives a notice of violation from the California Attorney General pursuant to Civil Code section 1798.155(b).

SECTION V. FISCAL PROVISIONS

Amend Paragraph A to read as follows:

- A. The maximum amount of payment under this Contract shall not exceed a total of \$889,055, or \$177,811 annually, and shall be subject to availability of funds to the County. The consideration to be paid to Contractor, as provided herein, shall be in full payment of all Contractor's services and expenses incurred in the performance hereof, including travel and per diem.

SECTION VIII. TERM

Amend Section to read as follows:

This Contract is effective July 1, 2017, and is extended from its expiration date of June 30, 2021, to expire on June 30, 2022, but may be terminated earlier in accordance with the provisions of Section IX of the Contract.

SECTION X. GENERAL PROVISIONS

Amend Section X, adding Paragraph L to read as follows:

- L. Neither party shall be liable for failure or delay to perform obligations under this Contract, which have become practicably impossible because of circumstances beyond the reasonable control of the applicable party. Such circumstances include without limitation, natural disasters or acts of God; acts of terrorism; labor disputes or stoppages; war; government acts or orders; epidemics, pandemics or outbreak of communicable disease; quarantines; national or regional emergencies; or any other cause, whether similar in kind to the foregoing or otherwise, beyond the party's reasonable control. Written notice of a party's failure or delay in performance due to force majeure must be given to the other party no later than thirty (30) days following the force majeure event commencing, which notice shall describe the force majeure event and the actions taken to minimize the impact thereof. All delivery dates under this Contract affected by force majeure shall be tolled for the duration of such force majeure. The parties hereby agree, when feasible, not to cancel but reschedule the pertinent obligations and deliverables for mutually agreed dates as soon as practicable after the force majeure condition ceases to exist.

ATTACHMENT C – PROGRAM BUDGET

Amend Attachment C, Program Budget, adding Program Budget for July 1, 2021 through June 30, 2022, which is attached to this Amendment and incorporated by reference

ATTACHMENT D – ASSURANCE OF COMPLIANCE

Add Attachment D, Assurance of Compliance, which is attached to this Amendment and incorporated by reference.

All other terms and conditions of Contact No. 17-376 (SAP Contract No. 440008745) remain in full force and effect.

COUNTY OF SAN BERNARDINO

Curt Hagman
Curt Hagman, Chairman, Board of Supervisors

Dated: **MAY 04 2021**

SIGNED AND CERTIFIED THAT A COPY OF THIS DOCUMENT HAS BEEN DELIVERED TO THE CHAIRMAN OF THE BOARD

Lynna Mohell
Lynna Mohell
Clerk of the Board of Supervisors
of the County of San Bernardino
Deputy



Westside Christian Center
(Print or type name of corporation, company, contractor, etc.)

By *Clyde Stewart*
(Authorized signature - sign in blue ink)

Name Clyde A. Stewart
(Print or type name of person signing contract)

Title Pastor
(Print or Type)

Dated: April 6, 2021

Address 224 E. 16th Street
San Bernardino, CA 92404

FOR COUNTY USE ONLY

Approved as to Legal Form
Julie J. Surber
Julie Surber, Principal Assistant County Counsel
Date April 14, 2021

Reviewed for Contract Compliance
Jennifer Mulhall-Daudel
Jennifer Mulhall-Daudel, HS Contracts Unit
Date April 13, 2021

Reviewed/Approved by Department
Marlene Hagen
Marlene Hagen, Director
Date April 14, 2021

PROGRAM BUDGET

Contractor's Name: Westside Christian Center
 Kinship Support Services Program
 Fiscal Year: July 1, 2021 through June 30, 2022
 Region 3 - Annual Program Budget

I. PROGRAM COSTS

A. SALARIES AND BENEFITS	TOTAL COST TO ORGANIZATION	PERCENT CHARGED TO GRANT	TOTAL COST TO GRANT
1. Job Title: Exec Program Director Salary & Benefit: \$22.00 per hour 40.0 per week	\$45,471	100%	\$45,471
2. Job Title: Crisis Case Manager Salary & Benefit: \$21.70 per hour 40.00 per week	\$41,664	100%	\$41,664
3. Job Title: Community Outreach Advocate Salary & Benefit: \$13.00 per hour 5.0 per week	\$3,120	100%	\$3,120
4. Job Title: Case Manager Assistant Salary & Benefit: \$16.50 per hour 30.0 hours per week	\$25,487	100%	\$25,487
5. Job Title: Youth Director Salary & Benefit: \$13.00 per hour 7.5hours per week	\$5,038	100%	\$5,038
6. Job Title: Child Care Coordinator Salary & Benefit: \$13.00 per hour 6.0 hours per week	\$4,060	100%	\$4,060
7. Job Title: Administrative Assistant Salary & Benefit: \$13.00 per hour 13.0 hour per week	\$8,733	100%	\$8,733
8. Job Title: Child Caregiver Salary & Benefit: \$13.00 per hour 4.0 hours per week	\$2,687	100%	\$2,687
9. Job Title: Child Caregiver Salary & Benefit: \$13.00 per hour 2.0 hours per week	\$1,344	100%	\$1,344
9. Job Title: Food Service Worker Salary & Benefit: \$13.00 per hour 4.0 hours per week	\$2,687	100%	\$2,687
9. Job Title: Salary & Benefit:		100%	\$0
10. Job Title: Health & Wellness Advocate Salary & Benefit: \$14.00 per hour 2.0 per week	\$1,447	100%	\$1,447
SUBTOTALS A:	\$141,738		\$141,738

ATTACHMENT C

B. OPERATING EXPENSES		TOTAL COST TO ORGANIZATION	PERCENT CHARGED PEI GRANT	TOTAL COST TO GRANT
1	Rent	\$36,000	34%	\$12,240
2	Payroll Company	\$5,000	100%	\$5,000
3	Background Checks-DOJ	\$79	100%	\$79
4	Workers Compensation Insurance	\$1,310	100%	\$1,310
5	Insurance Indemnity-Cyber/Sexual Molestatic	\$1,500	100%	\$1,500
6	Office Expenses	\$2,000	100%	\$2,000
7	Field Trip Admissions	\$500	100%	\$500
8	Special Events/Family Fun Night	\$1,000	100%	\$1,000
9	Children Resources Development	\$200	100%	\$200
10	Educational Workshops	\$200	100%	\$200
11	Monthly Respite Breakfast/Dinner	\$1,900	100%	\$1,900
12	Care Giving	\$550	100%	\$550
13	Bus Tickets/Van Rental	\$200	100%	\$200
14	Gas Mileage Reimbursment	\$200	100%	\$200
15	Gasoline	\$100	100%	\$100
16	Food/Soft Drinks/Paper Goods	\$5,600	100%	\$5,600
17	Advertising	\$200	100%	\$200
18	Phone/Internet/Maintenance	\$3,244	100%	\$3,244
19	Bank Fees/Check Supplies	\$50	100%	\$50
SUBTOTALS B:		\$59,833		\$36,073
SUBTOTALS, (A) above		\$141,738		\$141,738
TOTALS		\$201,571		\$177,811

C. Cash/In-kind source to meet requirement match:

1. List all cash or in-kind which will be used to provide required 10% match.
2. Attach an explanation of how the value of each in-kind item was determined.
3. The amount shown on line 6 under column (A) and/or (B) must equal or exceed ten percent (10%) of the amount of AB 1733/AB2994 funds for this contract.

Source of cash match:	A Amount non-government
1.	
2.	
3.	
4.	
5.	
6.	
Total	
Source of In-Kind (non-cash)	B Value
The fair market value of rent is \$3,000 per month and the rent is charged to the grant at the rate of \$1,020 per month. In-Kin (non-cash) donation is \$1,980 per month. Annual match (\$1,980 * 12 = \$23,760).	
1. Rent	\$23,760
2. Supplies/Food	\$61,992
3. Volunteer Hours	\$2,304
4. Toys	\$7,170
5.	
6.	
Total:	\$95,196

ASSURANCE OF COMPLIANCE STATEMENT

ASSURANCE OF COMPLIANCE WITH THE CALIFORNIA DEPARTMENT OF SOCIAL SERVICES NONDISCRIMINATION IN STATE AND FEDERALLY ASSISTED PROGRAMS

Westside Christian Center
NAME OF THE CONTRACTING AGENCY

(Hereinafter called the "Agency")

HEREBY AGREES THAT it will comply with Title VI and VII of the Civil Rights act of 1964, Section 504 of the Rehabilitation Act of 1973, as amended, the Age Discrimination Act of 1975, the Food Stamp Act of 1977-Section 272.6, The Americans with Disabilities Act of 1990, Government Code (GC) Section 1135 and California Code of Regulations (CCR) Title 22 Section 9800-98413, Title 24 of the California Code of Regulations, Section 310A(e) and other applicable federal and state laws, as well as their implementing regulations (including 45 CFR, Parts 80, 84, and 91, 7 CFR Part 15, and 28 CFS Part 42), by ensuring that employment practices and the administration of public assistance and social services programs are nondiscriminatory, to the effect that no person shall because of race, color, national origin, political affiliation, religion, marital status, sex, age or disability be excluded from participation in or be denied the benefits of, or be otherwise subject to discrimination under any program or activity receiving federal or state assistance; and HEREBY GIVES ASSURANCE THAT, it will immediately take any measures necessary to effectuate this agreement.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all federal and state assistance; and THE AGENCY HEREBY GIVES ASSURANCE THAT administrative methods/procedures which have the effect of subjecting individuals to discrimination or defeating the objectives of the California Department of Social Services (CDSS) Manual of Policies and Procedures (MPP) Chapter 21, will be prohibited.

BY ACCEPTING THIS ASSURANCE, the agency agrees to compile data, maintain records and submit reports as required, to permit effective enforcement of the aforementioned laws and regulations and permit authorized CDSS and/or federal government personnel, during normal working hours, to review such records, books and accounts as needed to ascertain compliance. If there are any violations of this assurance, CDSS shall have the right to invoke fiscal sanctions or other legal remedies in accordance with Welfare and Institutions Code Section 10605, or Government Code Section 11135-39, or any other laws, or the issue may be referred to the appropriate federal agency for further compliance action and enforcement of this assurance.

THIS ASSURANCE is binding on the agency directly or through contract, license, or other provider services, as long as it receives federal or state assistance; and shall be submitted annually with the required Civil Rights Plan Update.

April 6, 2021

DATE

DocuSigned by: Clyde Stewart
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SIGNATURE

Westside Christian Center
ORGANIZATION